



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

**WILLIAM T FUJIOKA**  
Chief Executive Officer

February 17, 2009

To: Betty Jackson, Administrative Services Manager I  
Fiscal Administration/Contracts Unit  
Sheriff Department

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## COUNTY REVIEW PANEL MEMBERSHIP

This memorandum will serve as confirmation to your selection to serve as Chairperson on the County Review Panel initiated by the Department of Public Works at the request of United Pacific Services, Inc. This proceeding will enhance the integrity of the countywide contracting process while providing a venue that allows for relevant issues to be addressed in an appropriate setting. We have also included instructions that provide clarification regarding the procedures and policies governing this meeting.

The membership of the Panel is as follows:

<b>Chairperson</b>	<b>Betty Jackson, Sheriff Department</b>
<b>Panel Member</b>	<b>Maribel Diaz, Office of the Assessor</b>
<b>Panel Member</b>	<b>Aimee Llerena, Child Support Services Department</b>

Please be advised that you are not allowed to have any contact whatsoever with your fellow Panel members concerning this matter prior to the County Review Panel meeting. Any violation of this directive could result in immediate dissolution of the Panel. Further, any attempts to contact the Panel members by either party prior to the meeting is not allowed and should be immediately reported to the legal advisor of the panels and to the Chief Executive Office.

All documentation for your review in this proceeding has been included with this correspondence. As the Chairperson, one of your responsibilities is to designate a staff person to schedule the Panel meeting. Please refer to the enclosed instructions for, among other things, the procedures to be followed when scheduling this meeting.

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

Betty Jackson  
February 17, 2009  
Page 2

Should you have questions regarding your selection, please contact Vincent Amerson of the Chief Executive Office at (213) 974-1168 or [vamerson@ceo.lacounty.gov](mailto:vamerson@ceo.lacounty.gov). If you have questions regarding this proceeding, please contact Amanda Drukker of the Office of County Counsel at (213) 974-1869 or [adrukker@counsel.lacounty.gov](mailto:adrukker@counsel.lacounty.gov). Thank you for your participation.

WTF:ES:MKZ  
FC:VLA:pg

Attachment

c: Lee Baca, Sheriff

2009-02 - 02-17-09 CRP Membership - Department of Public Works.doc



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**WILLIAM T FUJIOKA**  
Chief Executive Officer

February 17, 2009

To: Maribel Diaz, Administrative Assistant II  
Contract Management Section II  
Office of the Assessor

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
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MICHAEL D. ANTONOVICH  
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All documentation for your review in this proceeding has been included with this correspondence. We anticipate that the Chairperson for this Panel will be scheduling the meeting within the next few weeks. You will be contacted by a representative of the Chairperson regarding your availability for the meeting.

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Maribel Diaz  
February 17, 2009  
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WTF:ES:MKZ  
FC:VLA:pg

Attachment

c: Rick Auerbach, Assessor



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**WILLIAM T FUJIOKA**  
Chief Executive Officer

February 17, 2009

To: Aimee Llerena, Administrative Assistant II  
Contract and Grants Management Division  
Child Support Services Department

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

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Aimee Llerena  
February 17, 2009  
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WTF:ES:MKZ  
FC:VLA:pg

Attachment

c: Steven J. Golightly, Director, Child Support Services

2009-02 – 02-17-09 CRP Membership – Department of Public Works

**ADDITIONAL INSTRUCTIONS FOR THE CHAIRPERSON OF  
THE COUNTY REVIEW PANEL**

**I. Convening the Panel**

- Upon receipt of written notification from a department that a Review Panel Meeting has been requested, in a timely and appropriate fashion, by a proposer, the Chief Executive Office (CEO) will convene a panel from the candidate pool of potential panel members. The CEO shall appoint one of the three individuals to serve as the chairperson.
- The chairperson shall be a Contract Manager (or higher classification) with an available support staff person to assist the panel.
- Upon appointment to the County Review Panel and prior to the meeting, the panel members shall abstain from having any contact whatsoever with each other regarding issues or documentation related to the meeting. This contact includes e-mails, telephone calls, memos, and in-person communication. Any violation of this directive may lead to the immediate dissolution of the panel.
- Upon appointment, the chairperson shall immediately contact the legal advisor to the panel to seek guidance and clarification in policies and procedures governing this process.
- Upon appointment, the CEO will provide the chairperson with instructions on confirming meeting rooms at the Hall of Administration as well as sample agendas from previous panels.
- Upon appointment, the chairperson shall designate a support staff from his/her department to survey the other panel members via separate emails as to their availability for the meeting. The County Counsel legal advisor for the panel shall be included in this process.
- The CEO will acquire and distribute all copies of the required materials to the panel and the County Counsel legal advisor for the panel; keeping one copy on file for backup.
- Upon confirmation of the meeting date, the Chairperson's designated support staff shall utilize separate emails to notify all panel members of the date, time

and location of the meeting. In addition, the panel members shall be advised that any questions that they may have regarding the meeting or documentation should be directed towards the legal advisor to the panel.

- Any attempts to contact the panel members by either party prior to the meeting is not allowed and should be immediately reported to the legal advisor of the panel and to the CEO.
- The chairperson shall notify the department and the proposer of the meeting date in the form of a letter addressed to the appropriate representatives with a copy to the legal advisor for the panel. The letter shall be sent via electronic and/or U.S. Mail.

## **II. Review Panel Meeting**

- The chairperson shall be responsible for providing all necessary materials for the meeting such as, but not limited to, the agenda, sign in sheets, minutes (written & recorded), nameplates for panel members, projector/power point set up (if necessary) and additional copies of the materials (if necessary).
- The chairperson shall be responsible for facilitating the meeting and ensuring that scope of the review is relevant to the issues at hand.
- The chairperson shall be responsible for ensuring that both parties are given the opportunity to present their arguments/issues, ask relevant questions and explain their actions.
- The chairperson shall be responsible to ensure that the public is given the opportunity to comment at the meeting.
- The chairperson shall be responsible to ensure that all discussions and deliberations by the panel are made in the open forum of the meeting.
- At the conclusion of the meeting, the chairperson shall announce to both parties the decision of the panel before the meeting is adjourned.
- The chairperson shall advise both parties that a final written report will be provided to the department within ten business days and the report will be forwarded to the proposer by the department.

### **III. Review Panel Report**

- After the meeting is adjourned, the chairperson shall be responsible for drafting the written report containing the panel's recommendation.
- This report shall be on the chairperson's department letterhead and include, but not be limited to, a listing of all persons in attendance listing their respective affiliations, all documents reviewed by the panel, the concerns raised by the proposer, a brief explanation of the presentations made by both parties, and the findings of the panel. Any other relevant issues should be addressed in this report.
- The written report shall be addressed to the departmental representative with copies to the panel's legal advisor, the department's legal advisor, the CEO, and the other panel members.
- The written report shall be as concise and simple as possible while providing a clear summation as to the panel findings.
- The chairperson shall provide the draft version of the written report to the legal advisor of the panel for review and comment.
- The "final" version of the report will be sent by the chairperson to the department.
- Any questions the panel members have regarding the written report should be addressed to the legal advisor of the panel.
- If necessary, the CEO will be available to provide direction regarding any other issues not set forth in these guidelines.